



TUCSON POLICE DEPARTMENT APPLICANT QUESTIONNAIRE INTERNS/VOLUNTEER

PRINT NAME (Last, First, Middle)

CHECK POSITION YOU ARE APPLYING FOR:

☐ NON-SWORN POSITION (Specify: _____)

TO THE APPLICANT – IMPORTANT NOTICE!

You will be the subject of a complete background investigation consisting of family, personal, employment, financial, driving and criminal history. Questions regarding financial history are used as an element of the background investigation, but do not, in and of themselves, constitute the basis for rejection of your application for employment. All applicants will be administered a polygraph examination prior to acceptance for employment by the Tucson Police Department to determine the truthfulness of information furnished. You will also be administered a test or tests to determine the presence of drugs in your blood and/or urine prior to your employment.

The responses made by you in the completion of the Applicant Questionnaire will be held in the strictest confidence. **This application, and any attachments thereto, remain the property of the Tucson Police Department and will not be returned to you. If not selected for employment, you are not entitled to any information as to the reason for this action.** This document is confidential and will remain so unless disclosure is required by law.

ANY MISSTATEMENT, MISREPRESENTATION, FALSIFICATION OF FACT, OR OMISSION OF ANY INFORMATION REQUESTED IN THIS APPLICATION OR IN THIS HIRING PROCESS WILL PERMANENTLY DISQUALIFY YOU FROM ANY EMPLOYMENT WITH THE TUCSON POLICE DEPARTMENT.

» ALL APPLICANTS MUST READ AND SIGN HERE «

"I hereby certify that I have read, understood and agree to the foregoing information and conditions, AS WELL AS THE INSTRUCTIONS that follow, and, further, under penalty of ARS §13-2704, certify that all of my statements and responses contained herein are, to the best of my knowledge and belief, true, complete, correct and made in good faith. I understand that a knowing and/or willful false statement in this application constitutes a violation of the law and is cause to initiate action to suspend or revoke certified peace officer status, now or at a later time.

I further understand and acknowledge that, if as an employee of the Tucson Police Department in any position, sworn or non-sworn, I have omitted or concealed any relevant information, or provided false information to any question contained herein, or arising as a result of my responses thereto, I will be subject to disciplinary action, up to and including termination of employment."

Signature of Applicant

Date

Tucson Police Department
Human Resources Division
270 South Stone Avenue, Tucson, Arizona 85701-1917
(520) 791-4478

Revised January 2009

INSTRUCTIONS FOR COMPLETION - READ CAREFULLY!

1. Neatly **PRINT** all answers in **BLACK INK**. If you choose to type your responses, be sure that all pages are reattached in the correct order.
2. **READ AND ANSWER EACH QUESTION COMPLETELY**. If the information requested in a particular question does not apply, so indicate by writing "N/A" in the appropriate space.

In this questionnaire the term "adult" refers to persons 18 years of age and older. "Juvenile" refers to a person less than 18 years of age.

Many questions will require certain responses to be written on the back of a page. **Include the question number and provide complete information as instructed in the question.**

In completing this Applicant Questionnaire, include telephone numbers for all people named, including area codes, apartment/lot/space numbers in addresses and the ZIP Code for all addresses.

3. If additional space is required to answer a question, continue your response on the back of the page involved. Be sure to include the question number you are responding to.
4. Read and sign the Release of Information form and Consent to Use of Credit Report form at the back of this questionnaire. Have your signature **NOTARIZED** on the Release of Information document **BEFORE** returning this questionnaire. Applicants for sworn positions must also read and sign the Code of Ethics.
5. When turning in this application, all applicants **MUST** submit **COPIES** of the following documents.
 - Any name-change documents
 - All marriage and divorce documents
 - College Transcripts
 - Social Security Card
 - Military DD-214 (with reenlistment code)
 - Bankruptcy documents

DO NOT SUBMIT ORIGINAL DOCUMENTS. NEITHER THIS APPLICANT QUESTIONNAIRE NOR COPIES OF THE REQUESTED DOCUMENTS WILL BE RETURNED TO YOU.

PERSONAL HISTORY

1. **FULL NAME** (Last, First, Middle)

2. **SOCIAL SECURITY NUMBER**

[Provision of your SSN on this form is voluntary.]

3. **DATE OF BIRTH** (MM/DD/YEAR)

4. **PLACE OF BIRTH**

5. **OTHER NAMES YOU HAVE USED OR BEEN KNOWN BY** (Maiden Name, previous married names, nicknames, aliases, etc.)

6. **PRESENT RESIDENCE ADDRESS** (Full address, City, State, Zip+4)

7. **MAILING ADDRESS IF DIFFERENT FROM ABOVE** (Full address, City, State, Zip+4)

8. **HOME TELEPHONE NUMBER**

()

WORK/MESSAGE PHONE NUMBER

()

CELLULAR PHONE NUMBER

()

PAGER NUMBER

()

E-MAIL ADDRESS (include all e-mail addresses that you use)

9. For criminal history record check purposes only

HEIGHT

WEIGHT

HAIR COLOR

EYE COLOR

10. **Do you have any tattoos or distinguishing marks? If so, please describe.**

11. Are you presently a citizen of the United States?

YES

NO

If **NO**, are you a naturalized United States citizen or do you have a legal right to work in the United States?

YES

NO

If applicable, include a copy of your naturalization paperwork or your right to work documentation with this questionnaire.

12. Are you acquainted with any current or former members of the Tucson Police Department?

YES

NO

*If YES, list all such persons on the reverse side of this page, **including** the nature of the relationship (eg., friend, neighbor, etc.).*

13. What is your present marital status? (Circle the appropriate response)

Single

Married

Divorced

Widowed

Separated

14. If you are now, or ever have been married, complete the following regarding your spouse(s). Be sure to include **ALL** prior spouses.

NAME (Last/Maiden, First, Middle)	DATE OF BIRTH	DATE OF MARRIAGE	DIVORCE/ SEPARATION DATE	HOME/WORK TELEPHONE NUMBERS
				() ()
				() ()
				() ()

15. **PERSONAL REFERENCES:** List **at least five (5)** persons, **NOT related to you** and **NOT current or former employers, co-workers or neighbors**, who have known you for at least two years. Include home and work telephone numbers.

NAME	COMPLETE ADDRESS (Street Address, City, State, Zip+4)	HOME/WORK TELEPHONE NUMBER	RELATIONSHIP	YEARS KNOWN
		() ()		
		() ()		
		() ()		
		() ()		
		() ()		
		() ()		

16. List **ALL PERSONS** with whom you have lived during the past **FIVE** years. Start with your present address and work backwards. Do not include your children under the age of eighteen in this listing. (Please list the address where you lived with the person and their **current** telephone number so we may contact them.)

NAME	COMPLETE ADDRESS (Street Address, City, State, Zip+4)	HOME/WORK TELEPHONE NUMBER	DATES FROM/TO
		() ()	
		() ()	
		() ()	
		() ()	
		() ()	
		() ()	
		() ()	
		() ()	
		() ()	

EDUCATION

17. How many college credits do you have? _____

What is the highest type and level of educational degree you have attained?

18. List **ALL** schools you have attended (even if you did not graduate) beginning with high school. Include colleges, business, and military schools, trade and correspondence schools and government instruction (i.e., law enforcement academies.) Indicate, as appropriate, all certificates and degrees received.

DATE FROM/TO	INSTITUTION	COMPLETE ADDRESS (Location You Attended)	TYPE OF SCHOOL	DEGREE AWARDED

19. Have you **ever** been suspended or expelled from any school, including high school?

YES

NO

*If **YES**, indicate the institution involved, date and fully explain the circumstances surrounding each suspension or expulsion on the reverse side of this page.*

EMPLOYMENT HISTORY

- 20 List **ALL** employers you have worked for since the age of 17, or the last 15 years. Include only full-time positions. Begin with your present job (or most recent if not currently employed) and work backwards. Indicate any time that you were unemployed in the space provided. **You must fill in each blank completely with the requested information.**

☐

PLEASE NOTE : *If you have been an employee of the City of Tucson for 5 or more years, fill in block A as your current employer and move to the next section.*

A

EMPLOYER: _____ FROM: _____ TO: _____

ADDRESS : _____

TELEPHONE: (____) _____ POSITION WAS (circle one): Full-time Part-Time Volunteer

JOB TITLE/DESCRIPTION: _____

SUPERVISOR: _____ TELEPHONE: (____) _____

CO-WORKERS: _____
(List 3 co-workers and telephone numbers)

REASON FOR LEAVING: _____

NOT EMPLOYED FROM _____ TO _____.

B

EMPLOYER: _____ FROM: _____ TO: _____

ADDRESS : _____

TELEPHONE: (____) _____ POSITION WAS (circle one): Full-time Part-Time Volunteer

JOB TITLE/DESCRIPTION: _____

SUPERVISOR: _____ TELEPHONE: (____) _____

CO-WORKERS: _____
(List 3 co-workers and telephone numbers)

REASON FOR LEAVING: _____

NOT EMPLOYED FROM _____ TO _____.

C

EMPLOYER: _____ FROM: _____ TO: _____

ADDRESS : _____

TELEPHONE: (____) _____ POSITION WAS (circle one): Full-time Part-Time Volunteer

JOB TITLE/DESCRIPTION: _____

SUPERVISOR: _____ TELEPHONE: (____) _____

CO-WORKERS: _____
(List 3 co-workers and telephone numbers)

REASON FOR LEAVING: _____

NOT EMPLOYED FROM _____ TO _____.

D

EMPLOYER: _____ FROM: _____ TO: _____
ADDRESS : _____
TELEPHONE: (____) _____ POSITION WAS (circle one): Full-time Part-Time Volunteer
JOB TITLE/DESCRIPTION: _____
SUPERVISOR: _____ TELEPHONE: (____) _____
CO-WORKERS: _____
(List 3 co-workers and telephone numbers)
REASON FOR LEAVING: _____

NOT EMPLOYED FROM _____ TO _____.

E

EMPLOYER: _____ FROM: _____ TO: _____
ADDRESS : _____
TELEPHONE: (____) _____ POSITION WAS (circle one): Full-time Part-Time Volunteer
JOB TITLE/DESCRIPTION: _____
SUPERVISOR: _____ TELEPHONE: (____) _____
CO-WORKERS: _____
(List 3 co-workers and telephone numbers)
REASON FOR LEAVING: _____

NOT EMPLOYED FROM _____ TO _____.

F

EMPLOYER: _____ FROM: _____ TO: _____
ADDRESS : _____
TELEPHONE: (____) _____ POSITION WAS (circle one): Full-time Part-Time Volunteer
JOB TITLE/DESCRIPTION: _____
SUPERVISOR: _____ TELEPHONE: (____) _____
CO-WORKERS: _____
(List 3 co-workers and telephone number)

21. Have you ever been fingerprinted for **any** reason?

YES NO

*If YES, provide **complete** information on the reverse side of this page **including** the agency taking your fingerprints, the date taken, and the reason for the fingerprinting.*

22. Are you now, or have you ever volunteered your time for any service oriented organization, civic or community organization or event, or any religious organization?

YES NO

If YES, give full details, including dates, locations, supervisors, other volunteers you worked with, and services you performed. Please use reverse side of this page for details.

23. Have you **ever** been rejected from employment, volunteer service, or military service for use of alcohol or drugs?

YES NO

*If YES, provide complete information on the reverse side of this page **including** the company or branch of military service that rejected you.*

24. Have you **ever** been discharged, fired, or asked to resign from **any** employment or organization?

YES NO

*If YES, give full details, including employer, dates and circumstances of **each** incident on the reverse side of this page.*

25. Have you **ever** resigned from any job or organization because of a disagreement with an employer?

YES NO

*If YES, give full details, including employer, dates and circumstances of **each** incident on the reverse side of this page.*

26. Have you **ever** quit a job without giving the notice required by the employer?

YES NO

*If YES, give full details, including employer, dates and circumstances of **each** incident on the reverse side of this page.*

27. Have you **ever** failed to complete a probationary period of employment?

YES NO

*If YES, give full details, including employer, dates and circumstances of **each** incident on the reverse side of this page.*

28. Have you had **any disciplinary action** taken against you by an employer (i.e., demotion, suspension, reprimands, etc.)?

YES **NO**

*If **YES**, give full details, including employer, date, type of disciplinary action and the circumstances of **each** incident on the reverse side of this page.*

29. Have you **ever** lied or omitted required information on an employment application?

YES **NO**

*If **YES**, give full details, including employer, date, and the circumstances of **each** incident on the reverse side of this page.*

30. Have you **ever** been absent or late to work because of alcohol consumption?

YES **NO**

*If **YES**, give full details, including employer, date, type of complaint and the circumstances of **each** incident on the reverse side of this page.*

31. Have you **ever** consumed alcohol on the job in violation of an employer's rules?

YES **NO**

*If **YES**, give full details, including employer, date, and the circumstances of **each** incident on the reverse side of this page.*

FINANCIAL HISTORY

32. Have you **ever** failed to meet financial responsibilities (i.e., credit cards, child support or alimony payments, vehicle repossessions, court actions to receive payments, wage garnishments, child support garnishments, accounts to collections, student loans, late payments to creditors,) or any other financial or credit problems?

YES **NO**

*If YES, please give **complete** details **including** dates, creditor, city and state involved, as well as the reason payments were not made and the current status or disposition on the reverse side of this page.*

33. Have you **ever** intentionally or knowingly written a check when there were not funds to cover it?

YES **NO**

*If YES, please give **complete** details **including** how many times, and what the circumstances were.*

34. Have you **ever** declared bankruptcy or filed for protection from creditors in any state or jurisdiction?

YES **NO**

*If YES, give **complete** details, **including** dates and circumstances on the reverse side of this page.*

You must also attach copies of any bankruptcy decrees or paperwork to this application.

35. Have you **ever** received an eviction notice?

YES **NO**

*If YES, give **complete** details, **including** dates, location and circumstances on the reverse side of this page.*

36. Have you **ever** failed to file your income tax returns?

YES **NO**

*If YES, give **complete** details, **including** dates and circumstances on the reverse side of this page.*

37. Have you **ever** been sued in any court for **any** reason, including actions that are pending or were later dismissed or withdrawn for any reason?

YES **NO**

*If YES, please give **complete** details on all such actions including dates, city, state, and judgment outcome and amounts on the reverse side of this page.*

*Include information on **ALL** civil actions including divorce, alimony, child and spousal support actions, child custody, evictions, etc., as well as information on whether or not you are currently under a court order or judgment arising from any such matter.*

MILITARY HISTORY

38. Have you **ever** served in the Armed Forces of the United States, including the Reserves, National Guard or ROTC?

YES **NO**

*If **YES**, provide **complete** information on all such military service on the reverse side of this page, **including** branch of service, dates of service including duty stations, separation date, and type of discharge and classification code received.*

You must also provide copies of all military discharges along with this completed application.

*If **NO**, please **proceed to Question #42***

39. Are you **currently** participating in any military Reserve, National Guard, or ROTC programs?

YES **NO**

*If **YES**, list the branch of service, unit, location, supervisor's name and telephone on the reverse side of this page. **Include** the names and telephone numbers of three co-workers and briefly explain your current assignment/duties.*

40. Have you **ever** been questioned as part of **ANY** military criminal investigation?

YES **NO**

*If **YES**, provide **complete** details on the reverse side of this page including dates, allegations and dispositions.*

41. Have you **ever** been the subject of **ANY** military discipline pursuant to the Uniform Code of Military Justice, or any service regulation?

YES **NO**

*If **YES**, provide **complete** details on the reverse side of this page including dates, allegations, dispositions and any discipline.*

DRIVING AND CRIMINAL HISTORY

42. Do you now, or have you **ever** had, **ANY** outstanding **traffic** warrants against you?

YES

NO

*If **YES**, provide **complete** information on each warrant on the reverse side of this page. **Include** information regarding the date of the original offense, the date the warrant was issued, and what jurisdiction filed the warrant. **Remember to include warrants while you were a juvenile.***

43. Have you **EVER** been physically arrested or cited and released for **ANY** criminal offense in any state, **including as a juvenile**? *This would include serious traffic violations such as **DUI's**, **Reckless Driving**, **Fictitious Plates**, etc.* Do not include minor traffic violations (i.e., stop sign, red light, etc. listed in question #65).

This includes any offenses that were expunged/sealed upon becoming an adult. Include any charges which were later dismissed, reduced or expunged by the courts, prosecutor or pursuant to any plea agreement.

YES

NO

*If **YES**, provide **complete** information on each incident on the reverse side of this page. **Include** the date of the incident, location (city/state), police agency involved, the offense alleged, and the disposition and punishment. **Remember to include offenses alleged while you were a juvenile.***

44. Have you **ever** been detained by a law enforcement officer, accused of a crime, or summoned into court by a law enforcement agency in any state, **regardless of the disposition of the allegation, including as a juvenile**?

YES

NO

*If **YES**, provide **complete** information on each incident on the reverse side of this page. **Include** the date of the incident, location (city/state), police agency involved, the offense alleged, and the disposition and punishment. **Remember to include offenses alleged while you were a juvenile.***

45. Has a police officer, detective or any other law enforcement officer **EVER** questioned you about **ANY** incident (whether as a witness, victim, suspect, or arrestee), even an incident for which you were not charged or arrested? **This includes any incident or contact occurring while you were a juvenile.**

YES

NO

*If **YES**, provide **complete** details on the reverse side of this page. **Include** the date of the contact, location (city/state), police agency involved and the nature and outcome of the contact.*

46. Do you **now**, or have you **ever had**, any outstanding **criminal** warrants against you?

YES

NO

*If **YES**, provide **complete** details of each circumstance on the reverse side of this page.*

47. Are you now, or have you ever been, on Parole or Probation for **ANY** offense, whether criminal or civil?

YES NO

*If YES, give **complete** details on the reverse side of this page. **Include** the dates involved for the parole or probation, location or jurisdiction (city/state), duration, involved offense, and name and telephone number of the monitoring parole/probation office.*

48. Are there presently **ANY** charges, **civil or criminal**, or other court actions pending against you, which have not been adjudicated? This would include any actions resulting from your employment.

YES NO

*If YES, provide **complete** details of all such matters on the reverse side of this page. **Include** the charges, matters or offenses involved, location (city/state) in which it is pending, date of occurrence and the circumstances of each incident.*

49. Have you **EVER** committed **ANY** theft? **Include** all **undetected** thefts, thefts from employers, shoplifting, misappropriation of merchandise, etc. **This includes conduct or acts occurring while you were a juvenile.**

YES NO

*If YES, provide **complete** details on the reverse side of this page. **Include** the date of each theft, location (city/state), what was taken, the approximate dollar value, and the circumstances involved.*

50. Have you **EVER** “**knowingly**” been in possession of stolen property?

YES NO

*If YES, provide **complete** details on the reverse side of this page. **Include** a list of the item(s), when you received the item(s), how you obtained them, the approximate dollar value, and the circumstances involved. **Remember to include offenses alleged while you were a juvenile.***

51. Have you **EVER** committed **ANY** act of domestic violence against a spouse, significant other, or family member, whether as an **adult** or a **juvenile**?

YES NO

*If YES, provide **complete** details on the reverse side of this page.*

52. Have you ever had an Order of Protection or Order of Harassment filed against you **OR** have you ever filed an Order of Protection or Order of Harassment against another person(s), whether as an **adult** or a **juvenile**?

YES NO

*If YES, provide **complete** details on the reverse side of this page, including the person who filed the order, the reason it was filed, and through which court it was filed.*

53. Have you been in any physical fights since age 18 ?

YES NO

*If YES, provide **complete** details of each incident on the reverse side of this page.*

54. Have you **EVER** committed or been present during the commission of any computer crimes, whether as an **adult** or a **juvenile**?

This **includes**, but is not limited to, such as things as computer hacking, illegally downloading of music or videos, or any other types of computer fraud.

YES NO

*If YES, provide **complete** details on the reverse side of this page. **Include** the date of each incident, location (city/state) and the circumstances involved.*

55. Have you **EVER** viewed, downloaded, shared, or distributed **ANY** form of child pornography or photographs depicting children in a sexual manner, whether as an **adult** or a **juvenile**?

YES NO

If YES, please describe the circumstances, including websites, in full on the reverse side of this page. Include the date of each incident, how you got it, how many times, etc.

56. Have you **EVER** committed any sex offenses with a minor? **This would include any acts as an adult or a juvenile.**

YES NO

*If YES, provide **complete** details on the reverse side of this page. **Include** the date of each incident, location (city/state), ages, and the circumstances involved.*

57. Have you **EVER** committed any other sexual offenses, other than those disclosed to any other questions, that would be a violation of the law? **Do not** include in your response consensual sexual conduct between adults, unless it involved the payment of money or other gratuities. **This would include any acts as an adult or a juvenile.**

YES NO

*If YES, provide **complete** details on the reverse side of this page. **Include** the date of each incident, location (city/state) and the circumstances involved.*

58. Have you **EVER** committed or been present during the commission of **ANY** criminal offense other than those disclosed in response to prior questions, whether or not detected or reported?

This includes conduct or acts occurring while you were a juvenile. It includes such things as criminal damage, assault, fraud, trespassing, credit card fraud, weapons violations, under age purchase/consumption of alcohol, etc.

YES NO

*If YES, provide **complete** details on the reverse side of this page. **Include** the date of each incident, location (city/state) and the circumstances involved.*

59. Do you now have, or have you ever had, any gambling debts?

YES NO

If YES, give complete details on the reverse side of this page.

60. Have you **ever** used an employer's money to gamble with?

YES NO

If YES, give complete details on the reverse side of this page.

61. Have you **ever** worked for an illegal gambling operation or booked any illegal bets?

YES NO

If YES, give complete details on the reverse side of this page.

Drug History

62. Have you **EVER** used **ANY** illegal drug, narcotic or other controlled substance? **This INCLUDES one time use, experimental use, and/or any use while you were a juvenile.**

YES

NO

*If YES, provide complete details in the following table. **YOU MUST COMPLETELY AND ACCURATELY DISCLOSE ANY AND ALL PRIOR DRUG USE, INCLUDING AS A JUVENILE.***

Type of Drug	Month/Year last used	Total number of times drug used BEFORE age 21	Total number of times drug used AT age 21 and AFTER	Method of drug use, i.e. injection, smoking, etc. Amount used, i.e., one joint, two injections, four pills, etc.
Marijuana				
Hashish				
Cocaine				
Crack Cocaine				
Methamphetamine				
Speed				
Heroin				
Morphine				
Opium				
LSD/Acid				
Ecstasy, GHB, Ketamine, Rohypnol (circle all that apply)				
Other Hallucinogens (specify type)				
Inhalants such as glue, paint, etc.) (specify all that apply)				
Steroids				
Peyote				
Other illegal drug or substance (describe)				

63. Have you **EVER** been involved in the illegal **production or growing** of marijuana, narcotics, and/or hallucinogenic drugs or any related controlled substances? **This includes conduct while you were a juvenile.**

YES NO

*If YES, provide **complete** details on the reverse side of this page.*

64. Have you **EVER** been involved in the illegal **sale, transportation, or distribution** of marijuana, narcotics, prescriptions (including anabolic steroids), hallucinogenic drugs or any controlled substances? **This includes conduct while you were a juvenile.**

YES NO

*If YES, provide **complete** details on the reverse side of this page.*

65. Have you **EVER** been involved in any illegal **purchase or trading of goods** for marijuana, narcotics, prescriptions (including anabolic steroids), hallucinogenic drugs or any controlled substances? **This includes** drugs purchased or acquired for personal use, sharing with friends or joint purchase with others. **This includes conduct while you were a juvenile.**

YES NO

*If YES, provide **complete** details on the reverse side of this page.*

66. Have you **ever** used any prescription drug or medication that was not prescribed to you, whether as an adult or a juvenile?

YES NO

*If YES, provide **complete** details on the reverse side of this page.*

67. Is there **anything** about your prior use of illegal drugs, prescription drugs, or any illegal substance that you have not **completely** disclosed in response to the preceding questions?

YES NO

*If YES, provide **complete** details on the reverse side of this page.*

68. Are you now, or have you ever been, a member of any foreign or domestic organization, association, movement, group or combination of persons which has adopted or shows a policy of advocating or approving the commission of force or violence to deny other persons their rights under the Constitution of the United States of America or the State of Arizona, or which seeks to alter or overthrow the form of government of the United States of America by unlawful means?

YES NO

*If YES, give **complete** details, including name(s) of organizations and dates of membership on the reverse side of this page.*

69. Do you have any knowledge or information, in addition to that specifically requested in this questionnaire, which is, or may be, relevant, directly or indirectly, to the investigation of your eligibility or fitness for the position you are seeking? This includes, but is not limited to: character traits, temperance, habits, employment, education, subversive activities, family associations, undetected criminal offenses, traffic violations or past residence.

YES

NO

If YES, provide complete details on the reverse side of this page.

TUCSON POLICE DEPARTMENT

CONSENT TO USE OF CREDIT REPORT

ALL APPLICANTS READ AND SIGN

Please be advised that the Tucson Police Department will obtain a consumer credit report as a part of the investigation into your background. This report may be considered during the application process, but does not, in and of itself, constitute the basis for rejection of your application for employment.

By signing this document, I hereby give my consent to the Tucson Police Department's acquisition, review and use of my consumer credit report as a part of this application process.

Type or Print Full Name

Applicant Signature

Date

RELEASE OF INFORMATION AUTHORIZATION

ALL APPLICANTS – Read, sign and have this form NOTARIZED as indicated below.

TO: Tucson Police Department

FROM:

(Applicant - Type or Print Full Name)

1. I understand that I am applying for employment with the City of Tucson, Arizona and acknowledge that the burden of proving my qualifications for such employment is at all times upon me. I further understand that a full investigation will be made of my background, character, and financial responsibility by the Tucson Police Department as agent of and for use by the City of Tucson and I accept any risk of adverse public notice, embarrassment, criticism or financial loss which may result from action in regard to my application. This authorization and request is given freely and without duress, voluntarily waiving any protection against unauthorized disclosure of information under the Privacy Act and other similar legal provisions.
2. I hereby authorize and request all persons to whom this request is presented, having information relating to, or concerning me, to furnish such information to a duly appointed representative of the Tucson Police Department, whether or not such information would otherwise be protected from disclosure by any constitutional, statutory, or common law privilege, regardless of any previous agreement to the contrary. This information may include, but is not limited to, my academic performance, school and work attendance, disciplinary actions, employment history, criminal history record information, and financial and credit information.
3. I hereby authorize and request all persons to whom this request is presented, having documents relating to, or concerning me, to permit a duly appointed representative of the Tucson Police Department to review and copy any such documents, whether or not such documents would otherwise be protected from disclosure by any constitutional, statutory, or common law privilege, regardless of any previous agreement to the contrary. This information may include, but is not limited to, my academic performance, school and work attendance, disciplinary actions, employment history, criminal history record information, and financial and credit information.
4. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.
5. I understand that the information released by records custodians and sources of information is for official use by the Tucson Police Department and will only be disclosed as required by law.
6. A reproduction of this request by Xerox or similar process shall be, for all intents and purposes, as valid as the original.
7. If disqualified, or otherwise not selected for employment, I am **not** entitled to disclosure of the reason for the decision.

(Applicant Signature)

State of Arizona)

County of _____)

On this ____ day of _____, 20____, before me personally appeared the above named individual whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he/she signed the above document.

(Seal)

(Notary Public)



TUCSON POLICE DEPARTMENT
Human Resources Division

POSITION APPLIED FOR – Tucson Police Department

Fingerprints are required as part of the background investigation.

IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU HAVE YOUR FINGERPRINTS AS SOON AS POSSIBLE.

You may arrange to have fingerprints taken at your convenience, as follows:

Tuesday or Thursday

8:00am to 3:00pm

**Tucson Police Department
Midtown Substation
1100 South Alvernon
Tucson, Arizona**

BRING THIS SHEET AND PHOTO IDENTIFICATION WITH YOU!

IF YOU FAIL TO HAVE YOUR FINGERPRINTS TAKEN AS INSTRUCTED YOU SHALL BE REMOVED FROM THE TESTING PROCESS.

THIS SECTION MUST BE SIGNED IN THE PRESENCE OF TPD IDENTIFICATION PERSONNEL

NAME (Last, First, Middle)		
Social Security Number	Position Applied For <u>Tucson Police Department-Volunteer</u>	
Signature	Date	

<u>ID STAFF USE</u>	IDENTIFICATION VERIFIED <input type="checkbox"/>	NAME/PR

When completed, **please forward** this form to the Human Resources Division/Backgrounds Unit